From:	Grantham, Nancy [Grantham.Nancy@epa.gov]
Sent:	1/20/2021 9:10:27 PM
To:	Nishida, Jane [Nishida.Jane@epa.gov]; Utech, Dan [Utech.Dan@epa.gov]
CC:	Hamilton, Lindsay [Hamilton.Lindsay@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]
Subject:	RE: draft all staff

Thanks .. Dan – if you concur – we can make that change –

Also, do we know the status of the EO that President Biden needs to sign in order for us to send the mass mailer regarding Jane? Wanting to make sure we didn't miss a message.

Thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

From: Nishida, Jane <Nishida.Jane@epa.gov>
Sent: Wednesday, January 20, 2021 4:08 PM
To: Utech, Dan <Utech.Dan@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Cc: Hamilton, Lindsay <Hamilton.Lindsay@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Subject: RE: draft all staff

Dan,

It generally looks good, but want to flag one sensitive issue.

Ex. 5 Deliberative Process (DP)

I am also copying Donna since she has worked on the Agency's covid policy.

Thanks,

Jane

From: Utech, Dan <Utech.Dan@epa.gov>
Sent: Wednesday, January 20, 2021 3:47 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>

Cc: Nishida, Jane <Nishida.Jane@epa.gov>; Hamilton, Lindsay <Hamilton.Lindsay@epa.gov>
Subject: draft all staff

Hi Nancy –

I'm Dan Utech, the incoming cos. Great to meet you!

I have pasted below my draft all staff email; I gather that that the way to do an all staff is through OPA. My message would follow the one announcing Jane. I'd appreciate your review and comments, and Jane yours as well. I would have sent in Word but I'm on Citrix and couldn't figure out how to save the file.

Thanks and please call if easier than going back and for the on email. My cell is [Ex. 6 Personal Privacy (PP)].

Best regards,

Dan Utech

Ex. 5 Deliberative Process (DP)